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**Manufacturing R & D Grant Scheme 2023-2025 Application Form**

This Grant Scheme is operated by Erewash Borough Council and is funded from the Government’s UK Shared Prosperity Fund.

The Grant is open to any manufacturing SME business located in the borough of Erewash who can put together a viable project proposal that includes the development of new products, services, or processes, with a view to bringing them closer to the market. Applicants are also required to provide evidence of 33% match-funding.

The aim of the Grant is to support manufacturing businesses in Erewash to play a significant role in shaping the research and taking forward the outputs and outcomes, utilising the Government’s UK Shared Prosperity Fund.

Eligible applicants can apply for a grant of between £5,000 and £20,000.

***Applicants should ensure that they have read and understood the Applicant Guide, the eligibility criteria and the Terms and Conditions under which Grant awards are made.***

***A guide to applicants is available from the Economic Development team, as per contact details below, to assist applicants in understanding the application process and the grant terms and conditions.***

**Application Form**

**Manufacturing Research and Development Scheme**

1. Applicants Details

Name of Business:

Business Address including post code:

Telephone number:

Email:

Company Registration Number or Unique Taxpayer Reference (UTR):

What date did your business start trading? Provide as DD/MM/YYYY.

What is the nature of your business? (Give a brief description of what your business does)

How many people does this business currently employ?

Please confirm that you have attached a copy of your latest audited accounts

Is the business already involved in R&D or is this a new venture?

Have you received grant funding, discounts or relief over £300,000 in the past 3 financial years (including the current financial year)? If so please list details below

Please confirm whether you have the levels of insurance cover indicated below

Employer’s (Compulsory) Liability Insurance = £5,000,000, Public Liability Insurance = £5,000,000, Professional Liability Insurance = £1,000,000

\*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

A check will be made to ascertain whether the Applicant has any outstanding debts owed to the Council. Please confirm that no debts are owed to the council

Company bank account details

Account Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sort Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. The Project Details

Project Title:

Grant Amount Requested:

Match Funding provided:

Brief Project Summary: (more detail to be provided on the separate Project Proposal)

DETAILED PROJECT PROPOSAL - please attach your proposal

You may use the enclosed pro-forma or your own document but please make sure it includes the following:

* Aims and Objectives of proposal
* Costs and Expenditure
* Details of Match-Funding
* Key dates and timescales
* Monitoring and Evaluation Plan
* Details of Partnerships/Collaborations

The latest audited accounts for the business will also need to be attached to the application.

3. APPLICANT DISCLAIMER

The information given in this form and the attached details are true and accurate to the best of my knowledge and I have not deliberately withheld any information. I understand that if I give any misleading statements, whether intentional or accidental, at any stage during the application process, or knowingly withhold any material information, my application could be invalid, and I may not be eligible for a grant. I have read and understood the criteria for this grant. I will inform Erewash Borough Council in writing of any changes to the details of this application and/or the award of any further funding from other sources.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (in block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Please complete this application form and send it together with the proposal and the supporting documents by email or post to:

Manufacturing R&D Grant Scheme.

Email: economicdevelopment@erewash.gov.uk

Post: Economic Development, Long Eaton Town Hall, Derby Road, Long Eaton, NG10 1HU

Any queries please email or phone 0115 907 2244 ext 56002

Erewash Borough Council is the Data Controller under data protection law and will use the information you provide on this form to assess whether to offer your organisation a grant in accordance with our grants policy.  The legal basis for processing this data is that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

We sometimes need to share your information within the Council or with other organisations. We will only share your information when necessary and when the law allows us to.  For processing and administering your grant application and payment we may need to share your information with:

* Project partners including the Erewash Partnership,
* In certain cases we may also share your information with other individuals and organisations for the purpose of the prevention and detection of fraud.

Our full privacy notice is available at [www.erewash.gov.uk/privacy](http://www.erewash.gov.uk/privacy)

4. DECLARATION FOR OFFICE USE ONLY

Date application received: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

 Application Complete:

 Yes No

Further information required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date further information requested: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Date further information received: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Record of Background checks passed

Company Bank Account [ ]

Company Report [ ]

Audited Accounts [ ]

Site visit carried out [ ]

Other [ ]  Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of appraisal: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Panel Recommendation: Yes No

Grant offered: Yes No

Grant accepted: Yes No

Notes: